

SACS COMPLIANCE COMMITTEE

Lowman Student Center, Room 315
Meetings of September 11, 2006, 3:00 p.m.

Members Present: Muehsam (Chair), Ashorn, Burluson, Caso, Constance, Eglsaer, Gilcrease, Gray, Holder, Jeffcoat, Morris, Mullings, Pruitt, Busby (for Ringo), and Tayebi

1. Dr. Muehsam welcomed and thanked the committee members for their attendance.
2. Minutes of July 17, 2006 meeting
Discussion: Upon review of the minutes, the question was raised as to whether the skeleton report should be formatted using left justification. The committee agreed that the report should in fact use this format. A second question was raised concerning the formatting of the links within the report. The minutes state that the links should be formatted using orange font. The committee felt that in addition to the orange font, the links should be bolded. The minutes will be revised to reflect this decision.
Action: Motion for approval, pending friendly amendments, by Ashorn, second by Caso; passed.
3. Jacob Spradlin was scheduled to attend the meeting to present to the committee a draft template for the SACS Compliance Report website based on the committee's previous suggestions and comments. Jacob was unable to attend the meeting; however, he provided a link to the template for the committee's review. The following modifications were discussed.
 - The committee chose to revise the wording on the template to "2009 SACS Reaffirmation of Accreditation." This phrase should appear within the orange-outlined box on the top of the website (and all other layers of the template), as well as on the main page above the picture. The question was raised as to whether the SACS acronym should be "spelled out" on the template as this is the first time it is seen. A decision on this matter was not reached.
 - The committee felt the existing links provided on the main page were sufficient. The question was raised as to whether these links should navigate to other pages, or whether some links should provide an expanded drop-down list. The committee prefers to keep the page simple and would rather each link navigate to a separate page.
 - The phrase, "A Member of the Texas State University System" should be added to the template design.
 - "Navigation help text" should be provided when the cursor moves over any link.
4. The committee raised the question of when text would be placed in the online report. Two options exist. (1) send the entire text of the report to Jacob Spradlin upon completion of the skeleton report or (2) send text to Jacob in increments as the skeleton report is being written. It was decided that some text should be added during the early phases of the skeleton report. This will allow for members to review the report and its format prior to a bulk of the work being completed.

At this time, the online skeleton report should be viewable only by Compliance Committee members and should be password protected.

5. The committee discussed the plan for adding links within the report. Currently, members are keeping a list of links that will appear within their selected sections of the SACS Compliance Report. The question was raised as to whether some links could be placed within the skeleton report during the early phase of the process. The committee agreed that certain links, those that are not likely to change prior to the final report, should be added.
6. Dr. Muehsam raised the question to the committee as to when “we want to pressure ourselves” in regards to the completion of the skeleton report. It was stated that the original goal for completion of the skeleton report was to write it as if it were due in fall 2008. The text of the report would be written during fall 2006 and spring 2007.

Dr. Muehsam solicited input from the committee for a more detailed timeline. He suggested that all members have at least one standard completed by the end of November. It was pointed out that this might be difficult due to the fact that the members’ compliance assignments are overlapping and would be logistically complicated. Additional ideas were solicited.

The committee felt it was important to complete some of the standards to serve as a test group to be reviewed and critiqued. Dr. Muehsam asked for volunteers to complete one of their standards to serve as part of this test group. The committee requested that Dr. Muehsam select several standards to be completed by the end of November. The following standards were selected:

- 2.1
- 2.2
- 2.3
- 2.4
- 3.2.10
- 3.2.14
- 3.4.6
- 3.4.12
- 4.3
- 4.5

7. Dr. Muehsam announced that Dr. Sandra Terrell, Dean of Graduate Studies at the University of North Texas, will be visiting campus on October 20, 2006, to speak to various groups about her recent experience with the SACS Reaffirmation process.
8. Dr. Muehsam informed the committee that in the next few weeks the second SACS Newsletter would be published. Possible topics include assessment or the non-academic side of SACS.
9. Dr. Muehsam informed the committee that the SACS Leadership committee would be meeting on Wednesday, September 13, to discuss a QEP development strategy. As part of the development strategy, input will be solicited campus-wide this semester from students, faculty and staff.

The committee was asked to provide ideas for getting the campus community aware of and actively participating in the QEP development process. It was suggested utilizing plasma boards located in various buildings across campus to make announcements concerning the QEP. Members were asked to e-mail Somer contact information for those individuals responsible for the plasma boards located within their respective buildings.

The next meeting will be held Friday, October 20, 2006 at 1:30 pm. At this meeting, Dr. Sandra Terrell, Dean of Graduate Studies at the University of North Texas, will be speaking about her recent experience with the SACS Reaffirmation process. The location will be announced at a later date.

Meeting adjourned at 3:45 pm.

Somer Smith